

VERNONIA SCHOOL DISTRICT 47J



www.vernoniak12.org

21st Century Community Learning Centers (CCLC) Vernonia After School Program Site Coordinator Job Description

Job Title: 21st CCLC Site Coordinator

Wage/Hour Status: Exempt

Reports to: 21st Century Project Director

Pay Grade: Per Grant

Position length: M-F, 15 Hours per week, 23-24 school year

Primary Purpose:

Plans, implements, supervises, staff, programs and activities to help students strive to improve in academics, attendance, behavior, promotion rates and graduation rates; specifically, for the 21st Century Community Learning Center program at Vernonia School District.

Qualifications:

- Education/Certification: Bachelor's degree from an accredited college or university College course work in education/youth issues, preferred but not required.
- CPR and first aid certifications

Successful completion of:

- 8 hours pre-service training annually,
- plus - 16 hours of various trainings annually

Special Knowledge/Skills:

- Knowledge of principles related to development of youth between 5 and 18 years of age. Knowledge of infusing academic, SEL, STEAM, and leisure activities.
- Strong organizational, communication, leadership, technology, and interpersonal skills.
- Strong understanding of Trauma Informed Care Practices

Experience:

- Two years' experience with out-of-school program management preferred.
- Experience with child development or leisure studies preferred.
- Demonstrated ability to effectively work with others and provide leadership to youth and adults.

Major Responsibilities and Duties:

VERNONIA SCHOOL DISTRICT 47J



www.vernoniak12.org

21st Century Community Learning Centers (CCLC) Vernonia After School Program Site Coordinator Job Description

VSD After-School Program Site Coordinator are to oversee the planning and supervision of the VSD comprehensive after-school program, which should adhere to the requirements of the program grant and benefit the students. The Site Coordinator will be responsible for coordinating program activities (with oversight of the program administrator and VSD Superintendent), implementing effective outreach and engagement strategies, collecting and reporting data, monitoring and supporting students, and supervising the staff and volunteers at the site. The Site Coordinator works with the program supervisor to manage all aspects of the VSD After School Program and ensure its smooth functioning.

Duties and Responsibilities include but are not limited to:

- Assists with the planning, implementing, and supporting site programs, services, and activities in cooperation with the 21st CCLC Program Director.
- Coordinates the 21st CCLC program for students at assigned site(s) through collaboration with staff, students, parents/guardians, and identified community partners.
- Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
- Meets regularly with the Program Director, principal(s), school day staff, and program partners to ensure the program is aligned with the afterschool program curriculum, SEL, and STEAM programming.
- Works with the program and school day staff to provide consistent, proactive student behavior support; manages student behavior issues, takes appropriate action, and contacts families, school principal, and Program Director as needed.
- Works closely with and provides ongoing supervision to program center staff.
- Facilitates staff meetings and program debriefing times with the Program Director and after-school program staff.
- Supports planning and prep time to program staff.
- Provides guidance and is responsible for program volunteers in coordination with the Program Director.

VERNONIA SCHOOL DISTRICT 47J



www.vernoniak12.org

21st Century Community Learning Centers (CCLC) Vernonia After School Program Site Coordinator Job Description

- Schedules educational activities, programs, and events to support student academic success and enrichment, as well as family engagement and support.
- Demonstrates understanding of and support for district core values, district mission, district strategic plan, and school improvement plans.
- In conjunction with the Program Director, schedules educational activities, programs, and events to support student academic success and enrichment as well as family engagement and support.
- Ensures that the program meets organizational and 21st CCLC grant requirements.
- Monitors students' arrival and departure, orders, organizes and assists with meals/snacks.
- Collects and monitors attendance records for students and staff.
- Ensures timely and accurate data entry and monitors data collection system in cooperation with the Program Director and district.
- Monitors classes, program activities, and program operations to ensure effectiveness, efficiency, and safety.
- Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
- In coordination with the Program Director, support all staff have the necessary training and professional development to address student social and emotional needs.
- Maintains the integrity of confidential information relating to a student, family, colleague, or district patron and uses or relays academic, social, or personal information only while performing assigned responsibilities and in the best interest of the individuals involved.
- Respond to questions and other information requests from families, students, staff, school personnel, and community members.
- In coordination with the Program Director, implements and conducts safety preparedness drills regularly and takes all reasonable precautions to provide a safe and secure environment for students and employees.

VERNONIA SCHOOL DISTRICT 47J



www.vernoniak12.org

21st Century Community Learning Centers (CCLC) Vernonia After School Program Site Coordinator Job Description

- Complies with professional development and staff training activities as required by the district and 21st CCLC grant expectations.

Working conditions: Mental demands/Physical demands/Environmental factors: Maintain emotional control under stress. Limited travel is required; occasional prolonged and irregular hours. Be comfortable performing multi-faceted projects in conjunction with day-to-day activities. Stand, walk, crouch, and do moderate lifting up to 40 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Employee

Signature _____ Date _____

Printed Name _____